

MINUTES OF THE JANUARY 22, 2024
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES

1) **CALL TO ORDER**

Vice-President Felicia Houston called the meeting to order at 6:03 p.m.

2) **ROLL CALL**

Present: Vice-President Felicia Houston, Treasurer Patricia McCreary Cannon, Secretary Elaine MacKenzie, Trustee Sonya Harrington, Trustee Janice Newman, Trustee Angela Oldenkamp, Director Christyn Rayford, Assistant Director Amilcar Perez.

Absent: President Vanessa Bradley

3) **INTRODUCTION OF GUESTS - None**

4) **PUBLIC COMMENTS - None**

Members of the Public are invited to speak to the Board. Speakers are allowed three (3) minutes to address the Board. Individuals will not be allowed to speak a second time until all speakers who wish to address the Board have been recognized.

5) **CORRESPONDENCE - None**

6) **APPROVAL OF MINUTES**

- a. Trustee Elaine MacKenzie moved to approve the minutes of the December 18, 2023, Regular Meeting of the South Holland Public Library Board of Trustees. Trustee Sonya Harrington seconded the motion.

Roll call:

Ayes: Felicia Houston, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp

Nays: None

Absent: Vanessa Bradley

Motion Carried

7) **APPROVAL OF BILLS**

- a. Treasurer Patricia McCreary Cannon moved to approve the January 22, 2024 bills submitted for payment in the amount of \$42, 402.08. Secretary Elaine MacKenzie seconded the motion.

Roll call:

Ayes: Felicia Houston, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp

Nays: None

Absent: Vanessa Bradley

Motion Carried

**Attachment included in Board packet. For further information, please contact: Christyn Rayford, Library Director; South Holland Public Library, 16250 Wausau Avenue, South Holland, IL 60473; 708-527-3104 or christyn@shlibrary.org. Any individual requiring special accommodations as specified by the Americans with Disabilities Act is requested to notify the Library Director at least 24 hours in advance of the meeting date.*

8) FINANCIAL REPORTS

- a. Trustee Angela Oldenkamp moved to approve the Revenue & Expenditure Reports Year-to-Date for January 2024. Treasurer Patricia McCreary Cannon seconded the motion.

Roll call:

Ayes: Felicia Houston, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp

Nays: None

Absent: Vanessa Bradley

Motion Carried

- b. Review Village Financials*

9) COMMITTEE REPORTS

- a. Building & Grounds Report - None
- b. Finance Committee Report – Rescheduled

10) UNFINISHED BUSINESS - None

11) NEW BUSINESS

- a. 12.0 Emergency & Safety Planning Policy Description_— For Discussion*

Comments: Director Rayford mentioned that two documents, the previous Emergency Response Plan and the Librarian-In-Charge manual, were condensed into one single plan for conciseness.

12) LIBRARY DIRECTOR’S REPORT

- a. Director Christyn Rayford informed that the plans for the celebration of Black history month are in place. She informed that the celebrations include a Jazz Band, Black History Jeopardy, Black Greek Letter Service Organizations discussing their impact on our communities, Art Exhibit, and the main event The Harlem Renaissance: Wakanda Night II on February 23.
- b. She informed that plans for summer reading are in progress.

13) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is Monday, February 26, 2024 at 6:00 p.m.

14) ADJOURNMENT

Secretary Elaine MacKenzie moved to adjourn the meeting at 6.17 p.m.

Elaine MacKenzie, Secretary

Date

**Attachment included in Board packet. For further information, please contact: Christyn Rayford, Library Director; South Holland Public Library, 16250 Wausau Avenue, South Holland, IL 60473; 708-527-3104 or christyn@shlibrary.org. Any individual requiring special accommodations as specified by the Americans with Disabilities Act is requested to notify the Library Director at least 24 hours in advance of the meeting date.*